



**City of Asheville Civil Service Board
MINUTES**

**REGULAR MEETING
2nd of June 2016**

Board Members in Attendance:

Alan Coxie *Chair*

Mike Hahn

Marv Rosen

Alan Escovitz

Staff in Attendance:

Shannon Barrett- HR Manager

Meredith Troughton-Clerk

Scott Burnett-Fire Chief

Paul Fetherston- Assistant City Manager

1. Approval of Minutes

The minutes for the regular meeting of 02/04/2016 were approved with Board Member Hahn's motion, Board Member Rosen second on a 4-0 vote.

2. New Business

a) Asheville Fire Department- NIMS Requirement

Chief Burnett presented the Board with a handout that outlined proposed changes to AFD Promotional Requirements.

Changes to all positions include:

- ICS 100 Introduction to Incident Command, ICS 200 Incident Command for Single Resources, ICS 700 Introduction to the National Incident Management System, and ICS 800 Introduction to the National Response Framework are federally required courses for all emergency responders. AFD PCAC recommended unanimously to incorporate these classes as minimum requirements for all positions. These courses are offered as self-- study on-line and take approximately 3 hours each to complete.
- This is a Federal Requirement for all positions within the fire department and AFD would like to finalize adding these to the promotion process with approval of the Civil Service Board.
- Chief Burnett presented the Board with a document titled AFD Career Ladder- Promotional Requirement 2017. The new NIMS requirements for each position are outlined in red.

The Board discussed with the Chief that current staff have completed each of these requirements. The test is given by FEMA and there are unlimited chances to pass the test to obtain the credit. The Chief intends to come back at the Boards July meeting with more proposed changes to the AFD Career Ladder- Promotional Requirement 2017.

Motion was made by Board Member Escovitz to approve the Asheville Fire Department- NIMS Requirement for all positions. Second by Board Member Hahn on a 4-0 vote.

b) Fire Marshal Minimum Requirements

- Chief Burnett directed the Board to page 6 of the AFD Career Ladder- Promotional requirement 2017 subsection Fire Marshal. Minimum requirements for this position have not been established in over 25 years. AFD has not had a promotion into this position since that time.
- PCAC researched minimum criteria for the Fire Marshal position. The committee's unanimous recommendations for minimum requirements are referenced in red on the AFD Career Ladder- Promotional requirement 2017 document.
- On requirement that was highlighted was the *Building Inspector I Probationary*. The position of Fire Marshal works closely with the City's Development Services Department. This position requires knowledge of the building code and building inspections. The reason for the probationary requirement is that the state of North Carolina's Building Code Council requires a minimum of 2 years working a building inspector to become licensed.
- Other highlighted requirements: Certified Fire Investigation Technician and AFD Chief Officer Development Program. The Chief passed out the Asheville Fire Department Curriculum as a reference for new Board members.
- The Board briefly discussed the elimination of the Hazmat Technician requirement. The Chief will make a full presentation on reasoning for the elimination at the next Board meeting.

Motion was made by Board Member Escovitz to approve the Fire Marshal Minimum Requirements. Second by Board Member Hahn on a 4-0 vote.

c) Division Chief Process Components

- Historically this position has included a structured interview only. AFD PCAC has unanimously recommended to include the revisions listed in the Asheville Fire Department 2017 Divisions Chief Promotional Process Summary.
- The proposed process would break down the process in 6 different components. (Management Exercise, Stakeholder Sessions, Role Play Exercise, Leadership/EQI, Professional Credentials and Performance Assignment)
- This promotional process was unanimously recommended by PCAC and has been disturbed to the departments. At this time the Chief has received nothing by positive feedback.

Motion was made by Board Member Escovitz to approve the Asheville Fire Department 2017 Divisions Chief Promotional Process. Second by Board Member Rosen on a 4-0 vote.

5. Public Comment

None

6. ADJOURN

Motion was made by Board Member Rosen, Board Member Escovitz second on a 4-0 vote.